



Facility Rental (no staff-led activities)

Dear Party Organizer,

Thank you for choosing the Raritan Valley YMCA for your family's special event. Unless otherwise arranged, party rentals are typically hosted on **Saturdays and Sundays from 1:00-3:00pm** with 30 minutes before and after to set-up and clean-up (see typical schedule below).

If you desire a non-themed hosted party, space can be made available to you on an hourly rental basis to arrange your own entertainment. Fees vary with space desired and numbers attending. Do keep in mind that the YMCA is not a catering hall. The Y lacks a full kitchen and table chair set up for large numbers, and alcoholic beverages are prohibited. **For corporate functions, meeting rooms, community groups, church or scout needs, please ask for and complete a facility use form.** You may set up your party within the 30 minutes prior to its start. Facility renters are responsible for table clean up and decoration removal.

12:30-1:00 Set-Up and Decorate Rooms

1:00-3:00 Facility Rental of Art or Aerobics Room

3:00-3:30 Clean-Up and leave rooms in condition found (YMCA Closes at 4pm)

Please complete the attached form, sign, and date then return it with your non-refundable payment in full via check (made out to YMCA) or credit card on file. Your signature and payment are required to reserve the date of the party or activity. We will not be able to reserve the date without these items. Parties and special events must be approved by arrangement with YMCA Director.

You may be charged an additional fee if the room is not left in good condition and/or your party guests leave more than 15 minutes after you are scheduled to depart.

If you have any questions, please feel free to call the Raritan Valley YMCA at 732-257-4114.

YMCA birthday parties (not included in facility rentals but are available as a package) are a great way to celebrate your child's special day. Staff-led birthday parties consist of 45 minutes of activity with the birthday party children. You are able to pick a general activity theme for your child's party on the contract. Staff will focus on the theme selected but may vary based on the interest, ability, behaviors, and mix of age groups attending. Following the activity time, families will have an additional 45 minutes in a YMCA classroom for cake, presents, family/friend time and activities led by the parents or family members. Families are responsible for table set up and basic decorations and provide all food.

RARITAN VALLEY YMCA

144 Tices Lane, East Brunswick, NJ 08816

P 732-257-4114 F 732-257-5762 W RaritanValleyYMCA.org



Facility Rental Agreement (no staff-led activities)

Rental Time: _____ Requested Date: _____ # of Guests: _____

Parent/Guardian or Facility Renter: _____

Child's Name: _____ Current member of the YMCA? _____

Address: _____

Phone Number: (Primary) _____ Email: _____

12:30-1:00 Set-Up and Decorate Rooms

1:00-3:00 Facility Rental of Art or Aerobics Room

3:00-3:30 Clean-Up and leave room in condition found (YMCA Closes at 4pm)

DECORATIONS

All decorations must meet local fire department regulations and be approved by Y staff. They must not damage walls, curtains, woodwork, etc. Use of nails, screws, tacks or scotch tape is prohibited. All decorations and their attachments must be removed immediately after the event. Decorations may be done during the arranged set-up 30 minute period.

ROOM ARRANGEMENT

Room arrangement and set-up are the responsibility of the using group. Chairs and tables are not to be moved from one room to another without prior permission of the staff, in which case they must be returned to their proper room when the event is over.

CATERING

The YMCA allows catering services; however, any incidental expenses incurred by the YMCA as a result of such catering shall be paid for by the using group. There is no kitchen on site. No food is permitted in the aerobics studio.

CONDUCT

Any conduct contrary to the purpose of the YMCA is prohibited. Smoking is specifically prohibited in all areas of the facility. Consumption of alcoholic beverages and/or illegal drugs is specifically prohibited anywhere on the property or in the facilities. The YMCA reserves the right to dismiss any individual and/or group that does not maintain the rules of conduct.

TERMS

In consideration for Lessee being allowed the use of the facility, Lessee hereby covenants and agrees to release, discharge, and waive any rights of action, demands or claims Lessee may have for any and every incident or accident which might arise during the rental of the facility, and do hereby assume all risks inherent in the use of the facility. Lessee furthermore agrees to indemnify, defend, and hold harmless the YMCA and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney’s fees arising out of or caused by Lessee’s or its members’ or attendees negligence in connection with the use of the facility. Lessee agrees that its use of the facility will be conducted in a manner consistent with the values of the YMCA and that it shall comply with the YMCA rules.

Lessee agrees that it shall be responsible for all damage to the facility incurred as a direct use of the Lessee’s use.

Lessee agrees to assume responsibility for cleaning the facility after use and for returning the facility to the same condition as prior to use. If Lessee fails to do so, YMCA may, at its sole discretion, retain Lessee’s security deposit as previously stated herein.

I give the Raritan Valley YMCA permission to use any media footage of my child’s birthday celebration for publicity purposes. Circle one and initial. YES NO _____

Parent/Guardian or Party Contractor Signature: _____ **Date** _____

YMCA Director Signature: _____ **Date** _____

MEMBER FEES: \$200.00 for up to two (2) hours 1:00-3:00pm Saturdays and Sundays
\$75.00 for each additional hour (when available and approved).

NON-MEMBERS: Additional \$50 to any party total

ADDITIONAL FEES: \$75.00 for each 15 minute increment over contracted time
Additional fees may be charged for any damage to the facility.

Payment in full is expected when executing this contract.

Base Fee for 2 Hour Rental: \$200.00 .
Extra Hour(s): _____
Non-Member Fee (\$50): _____

TOTAL: \$ _____

If for any reason this contract must be canceled, the cancellation must be made 14 days and all monies minus a \$75 processing fee can be refunded. YMCA shall have the right to cancel the scheduled date of rental due to weather or circumstances beyond our control. Payment will only be processed once the facility is confirmed available and staff have been scheduled to host your party.

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